



# STREET VACATION PETITION SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Street Vacation Petition and Affidavit Form</b></li><li><input type="checkbox"/> <b>Street Vacation Criteria</b> attached for review.</li><li><input type="checkbox"/> <b>Critical Areas Worksheet.</b> Note: a critical area report may be required if a critical area exists on or adjacent to the site.</li><li><input type="checkbox"/> <b>Site Plans – four (1 reduced - maximum 11" x 17" and 3 full size) copies</b> drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations <u>only</u> may not require as detailed of a site plan.<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Location, identification and dimensions of all proposed and existing buildings and their uses.</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.</li><li>• Dimensions of all property lines.</li><li>• Building/structure setbacks from front, side, and rear property lines.</li><li>• Buildings within 50' of the proposed structure.</li><li>• Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.</li><li>• Location of existing parking spaces, include traffic flow and all internal walkways.</li></ul><br><ul style="list-style-type: none"><li><input type="checkbox"/> <b>Street Dedication History of proposed Vacated Portion of Right of Way.</b></li></ul> |
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**Submittal Fee:** \$9,210.00 (\$153.50 hourly rate, 60 hour minimum), plus \$2,295.00 for the public hearing. Land value appraisal costs will also be required.

Please note: Fees effective 1/2014 and are subject to change.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

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2/2014